



**Timothy M. O'Brien**  
Clerk of Court

**Kansas City Division**  
500 State Ave. (259)  
Kansas City, KS 66101

**Topeka Division**  
444 S.E. Quincy St. (490)  
Topeka, KS 66683

**Wichita Division**  
401 N. Market St. (204)  
Wichita, KS 67202

# Vacancy Announcement

## UNITED STATES DISTRICT COURT District of Kansas

**Position:** Attorney Admissions Clerk  
**Number of Positions:** One  
**Classification Level:** CPS CL 24/1 – CL 24/25 (promotion potential up to a CL 24/61)  
**Salary Range:** \$36,877 - \$46,100 (promotion potential up to \$59,934)  
**Location:** Kansas City, Kansas  
**Opening Date:** November 20, 2018. Preference given to applications received by December 3.  
**Closing Date:** Open until filled  
**Vacancy Number:** KC18-19

### POSITION OVERVIEW:

The Attorney Admissions Clerk is responsible for coordinating general attorney services to include maintaining the attorney admission database associated with CM/ECF and providing administrative support to the attorney discipline process. In addition, the incumbent processes certificates of good standing & statements of discipline and handles the OARS (Online Attorney Renewal System) requests and renewals.

## QUALIFICATION REQUIREMENTS:

### ***Mandatory***

High school diploma or equivalent, and at least one year of clerical experience with knowledge of office practices such as: word processing, record keeping, filing, telephone usage, etc. The successful applicant will also possess:

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications.

## **EMPLOYEE BENEFITS:**

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of healthcare coverage, including dental & vision coverage.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long-Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free parking.
13. Free onsite fitness center.

## **TO APPLY:**

To apply for this position, please submit the following items:

- 1) a cover letter,
- 2) a chronological resume,
- 3) [Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form](#), and
- 4) PDF of the completed package.

Complete applications should be submitted by email to: [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

The Application for Employment form is available on the court's web site under the [Forms/Employment](#) tabs. Please note that there are separate forms for PC and Mac users.

## **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and periodic favorable background checks. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

**\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***